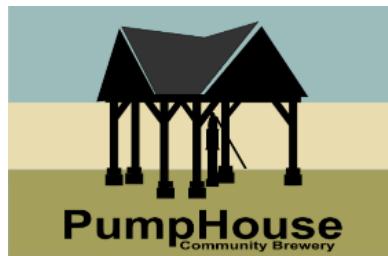


Pumphouse Community Brewery Limited

Equality & Diversity Policy

Date created	26 April 2018
Date approved	8 May 2018
Approved by	Management Committee
Review date	April 2021



1. Background

Pumphouse Community Brewery Limited ('PHCB' or the 'Brewery' or the 'Society') is a registered Community Benefit Society under the Co-operative and Community Benefit Societies Act 2014. It is owned by its members. As at April 2018 it has 80 members. PHCB has its registered office at Toppesfield Community Stores, Church Lane, Toppesfield and it operates from the Green Man Barn, Church Lane, Toppesfield, CO9 4DZ. PHCB was established to fulfill the following objectives:

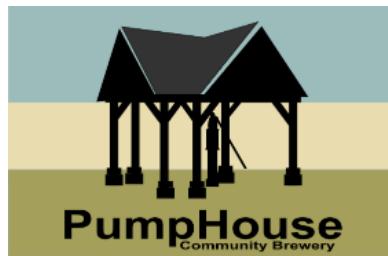
- i. To produce good quality, good value traditional ales on a sustainable basis, especially for the adjacent community owned pub, the Green Man;
- ii. To provide, over time, employment opportunities;
- iii. To provide volunteering opportunities, especially for retired people;
- iv. To help make Toppesfield a more attractive destination for visitors and thereby benefit the other community owned enterprises in the village;
- v. To generate, in due course, surpluses which would be distributed within in the village, in line with our governing constitution.

In pursuit of these objectives PHCB operates on both a commercial and a socially responsible basis and endeavours to operate in line with best practice and to maintain the highest standards of governance. PHCB recognizes that some groups and individuals may suffer from discrimination and accepts the need to support and promote equality of opportunity and the diversity of members, staff and customers. It is our intention to ensure that no individual or group is less favourably treated by us or by anyone acting on our behalf on the grounds of gender, race, colour, ethnic or national origin, marital status, responsibility for dependants, sexual orientation, disability, age, gender reassignment, social status, political, cultural or religious beliefs.

In working to prevent any discrimination, unfairness, inequality and disadvantage the Brewery will take any necessary practical action and develop such initiatives and interventions to promote and value diversity in the society. As an organization, PHCB actively recognises and manages diversity strategically, looking at ways of empowering our workforce, including volunteers, and encouraging a culture of openness, integrity and honesty.

We have therefore adopted the following equality and diversity policy.

We will ensure that all our staff and members of the Management Committee are aware of their responsibilities towards the promotion of equal opportunities and valuing diversity and that they are properly equipped to take account of the different needs of particular groups and thus make provision for those groups, working positively towards the overall goal of the organisation.



2. Equality and Diversity Policy

2.1. Legislation and best practice

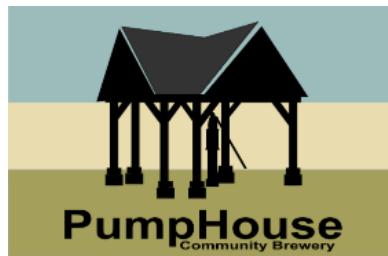
PHCB believes that it is essential to eliminate discrimination and to promote good relations, equality of opportunity and valuing diversity in all areas of our operations. We accept and endorse our legal responsibilities as laid out in a variety of legislation which includes, inter alia:

- The Equal Pay Act 1970 & 1983;
- The Sex Discrimination Act 1975;
- The Race Relations Act 1976, as amended by the Race Relations (Amendment) Act 2002;
- The Disability Discrimination Act 1995, as amended by the DDA Act 2004;
- The Human Rights Act 1998;
- Protection from Harassment Act 1997;
- The Sex Discrimination (Gender Reassignment) Regulations 1999;
- Employment Equality (Sexual Orientation) Regulations 2003;
- Employment Equality (Religion or Belief) Regulations 2003; and
- Employment Equality (Age) Regulations 2006.

Our policy, however, views the basic legal requirements as the minimum we seek to achieve. It additionally accepts our moral responsibility for promoting and working towards ensuring equality of opportunity and equity for all. It accepts our social responsibility to be an employer of choice by valuing and respecting differences in people in the organization and with everyone with whom we have a business relationship. It accepts our business responsibility to work towards meeting the overall objectives and goals of the Society.

We are committed to be an equal opportunities business which values diversity and to the following practices:

- a) In the employment of staff and provision of services we will promote equality of opportunity and valuing diversity.
- b) No person or groups of people applying for employment with PHCB or serving on our Management Committee will be treated less favourably because of their gender, race, colour, ethnic or national origin, marital status, responsibility for dependants, sexual orientation, disability, age, gender reassignment, social status, political, cultural or religious beliefs.



- c) In hiring contractors, consultants and any other agencies we will maintain our commitments to equality of opportunity and valuing diversity by requiring those with whom we work to be equally committed to valuing equality and diversity.

2.2. Roles and Responsibilities for ensuring equality and diversity

The PHCB Management Committee

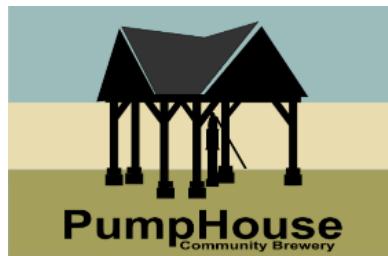
The Management Committee has overall responsibility for managing the business of the Brewery. This responsibility includes ensuring that good employment, operational and staff management practices are adopted in the Society. These will, inter alia, promote ownership and understanding of diversity and ensure that the policy is implemented fully. This policy will be reviewed at least every 3 years following consultation with staff and members of the society. The Chair of the Management Committee has responsibility for ensuring that members of the Committee and employees of PHCB act within the terms of the policy. A breach of the policy is considered a disciplinary offence for any employee and a breach of the code of conduct for Management Committee members.

To ensure that the Management Committee is fit for purpose and able to implement and uphold this equality and diversity policy, the Board is democratically elected by the members of the Society on an annual basis. If the democratic process fails to achieve an appropriate balance of members to reflect the make-up of the membership of PHCB, the Board will give consideration to using the provision within its rules to co-opt additional Board Members in order to redress the imbalance.

Recruitment, Selection and Employment

The Management Committee's responsibilities include:

- ensuring the recruitment of the best possible staff to manage and deliver the organisation's objectives.
- ensuring that recruitment to all vacancies for permanent positions is carried out in accordance with best practice and, as relevant, in line with this Policy.
- ensuring that any recruitment agencies used have equality and diversity policies and practices that are consistent with our own.
- ensuring that any advertisements are clear and unambiguous so that applicants will be able to determine their own suitability for employment.
- ensuring that all advertisements make clear our commitment to equal opportunities and valuing diversity in the workplace by stating that: "We are committed to equality of opportunity and valuing diversity so positively welcome applications from all sections of the community."
- ensuring that recruitment does not artificially restrict applicants from any particular group.



- ensuring that any position advertised has a job description and person specification to ensure that all criteria are strictly justifiable requirements for the post.
- ensuring that the criteria for shortlisting are consistently applied to all applicants and that any Management Committee member or employee involved in short-listing applicants does not have access to data on candidates collected purely for monitoring purposes.
- ensuring that the application process tests only those skills, qualities and attributes that are a genuine requirement of the job.
- ensuring that in determining whether or not to accept or reject a candidate, interviewers will only consider factors relevant to the job; the criteria applied to the selection of successful candidates shall be only those listed in the job description and person specification.

Staff Training and Development

PHCB will ensure that:

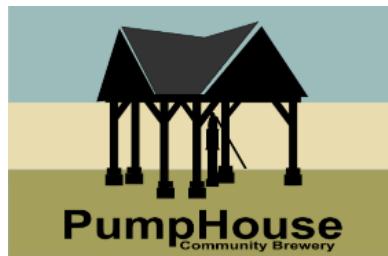
- diversity issues are covered as part of any induction programme for new members of staff.
- any staff and Management Committee members involved in recruitment have been inducted in this equality and diversity policy.
- all staff and Management Committee members are given training on equal opportunities issues, diversity, diversity awareness and diversity management.
- any opportunities for training and development are given equally to staff members on a fair and equitable basis.

Continuing Management Responsibilities

Management Committee members should ensure that staff, including volunteers, are aware that the use of sexist, racist, homophobic or ageist language, as well as general derogatory comments about a person's physical appearance, is unacceptable and the use of such language may be considered a disciplinary offence.

Line managers should also ensure that they avoid positive discrimination except where this is specifically permitted under Section 48 of the Sex Discrimination Act 1975 and/or Section 5(2)(D) of the Race Relations Act 1976 and that they do not discriminate in favour of or against a particular ethnic group or in favour of or against women or men except where this is permitted as a genuine occupational qualification under Section 7 of the Sex Discrimination Act 1975 and/or Section 5 of the Race Relations Act 1976.

The Management Committee should undertake, where possible, to make reasonable adjustments to working environment and specific job functions in order to enable a disabled person to be able to undertake a particular job function.



2.3. PHCB's responsibilities as a provider of products and services

The Society is committed to ensuring that all people who are customers of the Brewery receives equal treatment.

To do this we will to the best of our ability ensure that our premises and facilities meet the requirements of the Disability Discrimination Act 1995.

We will also ensure to the best of our ability that the Management Committee, employees, contractors, consultants and other bodies who work for us are committed to equal opportunities, valuing diversity and good practice through the appropriate mechanisms, including code of conduct (for the Board of Directors) and their contractual requirements for other stakeholders.

2.4. Complaints and breaches of this policy

Complaints concerning breaches of the PHCB's commitment to equality and diversity will be treated seriously by the Society and properly investigated and reported to the Management Committee.

Employees should use the grievance procedure contained within their contract of employment to raise any complaints.

Members of the Society and of the general public (including applicants for employment) should raise their complaints directly with the Chair or Secretary of PHCB.

The Brewery is committed to ensuring that our equality and diversity policy is effectively implemented. Allegations of discrimination or harassment by or about members of staff or contractors, consultants working on our behalf will be taken seriously and be fully investigated. If proven, appropriate action will be taken under the terms of the relevant contract.